



Code: 1365

Family: Human Resources

Service: Administrative

Group: Statistical, Technical And Analytical

Series: Personnel

CLASS TITLE: CLASSIFICATION AND COMPENSATION ANALYST

CHARACTERISTICS OF THE CLASS

Under general supervision, the class works independently performing a variety of activities of a difficult and complex nature within the area of classification and compensation, and performs related duties as required

ESSENTIAL DUTIES

- Conducts position classification audits to ensure appropriateness of job classification
- Gathers and analyzes data regarding job duties and responsibilities and the utilization of positions throughout the city service
- Writes detailed reports to summarize audit findings and recommends the classification of new and existing positions using standard methods of job evaluation
- Participates in the maintenance of the classification and compensation pay plans for City class titles
- Prepares class specifications, examination announcements and related job documentation
- Designs and conducts salary surveys and studies regarding compensation and other human resource issues
- Responds to requests for salary data from outside agencies
- Evaluates salary survey data and recommends compensation levels for class titles and positions that reflect the city's compensation practices
- Submits changes to salary appropriation ordinances to the City Council for approval.
- Coordinates work efforts with the department managers on matters relating to, recruitment, hiring procedures, labor relations and other areas of personnel administration
- Advises departmental managers on initiating, responding to, and resolving issues relating to classification and employment compensation
- Testifies at union arbitration hearings to validate and justify classification audit findings
- Explains human resource policies and procedures to departmental liaisons
- Participates in special compensation projects
- Prepares various reports on the status of work and productivity for use by management

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree, plus four years of professional experience in job evaluation and/or analysis, position classification or compensation work; or an equivalent combination of education, training and experience provided that the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- applicable writing techniques
- applicable department policies, procedures, rules, and regulations
- research methods, practices, and procedures

Moderate knowledge of:

- employment laws and acts

Some knowledge of:

- applicable federal (e.g., EEOC, FLSA, ADA) and state laws, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- INTERPERSONAL SKILLS – Build internal and external work relationships

Abilities

- COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented through spoken words and sentences
- SPEAK – Communicate information and ideas in speaking so others will understand
- WRITE – Communicate information and ideas in writing so others will understand

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- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

*May be required at entry.

City of Chicago
Department of Human Resources
December, 2011

Revised: March, 2015